

# Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Tuesday 21<sup>st</sup> September 2023 commencing at 7.30pm at Cannock Wood & Gentleshaw Village Hall Buds Road Cannock Wood

## COUNCIL MEETING

**PRESENT:** Councillors: Sue Janes (Chairman), Steve Wroe (Vice-chairman), Pat Ansell, Avril Green, Fiona McMulkin, Liz Whiteley

**IN ATTENDANCE:** District Cllr. Andrea Muckley, Clerk Chris Gracey, Cllr. Trevor Johnson (LPC)

**1. Minute number 83/2023 : Apologies –** County Cllr. Phil Hewitt

**2. Minute number 84/2023 Declarations of interest –**

Cllr. Pat Ansell declared a non-pecuniary interest for items 10f and 10g.

Cllr. Fiona McMulkin declared a non-pecuniary interest for item 10f.

The Chair reminded members to complete their Register of Interest form if there had been any changes to their circumstances, the clerk will send out the form.

The Register of Interest file for the NHP Working Group is held by the Chairman Cllr. Sue Janes.

**3. Minute number 85/2023 Public participation –**

**Minute number 85/2023/A Members of the public –** Cllr. Trevor Johnson from Longdon Parish Council reported that he had met with Michael Fabricant MP to discuss reducing speed on country roads from 60mph to 40mph, his advice was to apply for three roads initially and if this is successful to apply for more. The initial roads would be Church Hill, Borough Lane both in Longdon along with Malthouse Lane in Gentleshaw for the later location the support of CWPC may be required and he hoped that both parishes could work together to enable a similar goal.

Cllr. Trevor Johnson left the meeting at 7.40pm

**Minute number 85/2023/B County Cllrs. Report –** In his absence County Cllr. Phil Hewitt submitted a report outlining his recent walk about the parish with the Vice-chairman:

Holly Hill Road near to 55, complaint of flooding. Works have been raised to jet the 3 gullies, 2308119/2308118/2308117. the scheduler to programme these in.

Holly Hill Road in the dip between Castle Ring car park and Park Lodge – we have asked our technical review officer/drainage engineer to visit site and have a look to see what can be done to try and help.

Cumberledge Hill opposite Chapel Lane – we have asked the tree officer to take a look at this tree and overgrowth – 4341014

Cumberledge Hill footway from Slang Lane to nature reserve – we have added this to the list if possible environmental monies were to become available to clear the back of the footway.

Hedges around signs – we will look into these to see what we can do about them to improve visibility of the sign. The council will write to the farmer on Buds Road regards the school sign.

The Japanese knotweed on Holly Hill Road is on the list and is due to have its second spray this year week commencing 4<sup>th</sup> September.

Over and above, Just to let you know that the additional investment team are due to be in Holly Hill Lane, Monday 18<sup>th</sup> September to carry out works to the carriageway potholes. The team will be carrying out these works under a road closure and will possibly be on site for 2 days, I added this to a list a couple of months ago.

I do want to discuss speeding in the village, I recently had a meeting with the Police Inspector and talked about a local Police enforcement team, I want to explore this further in Cannock Wood.

**Minute number 85/2023/C District Councillors Report.** – Cllr. Andrea Muckley reported on the following:

A litter pick would take place in Cannock Wood in October.

CCDC have decided to annually charge £38.50 got garden waste from October 2023 to include 23 collections.

Bus service Nr.62 has been stopped by Chaserider and SCC are putting the route out to tender.

**Minute number 85/2023/D Neighbourhood Plan** – Cllr. Liz Whiteley reported that that the Examiners report has been received, changes are to be made to ensure consistency with the latest planning guidance. The plan will then be considered by the District cabinet which maybe in new year. Plan will be subject to approval at a referendum and the District Council's Cabinet. Members thanked Cllr. Whiteley for all her hard work in this matter.

**5. Minute number 86/2023 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 20<sup>th</sup> July 2023.**

***Resolved: That the minutes of the meeting held on 20<sup>th</sup> July 2023 were accepted as a true and accurate record*** proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

**6. Minute number 87/2023 Matters arising from the minutes of the previous meeting not on the Agenda** - None

**7. Minute number 88/2023 Highways & Maintenance** - As noted in item 85/2023B

**8. Minutes number 89/2023 To receive reports from Councillors who have attended outside meetings –**

Cllr. Pat Ansell attended a NALC and SPCA meeting and also the CCDC Civic Event.

Cllr. Sue Janes(Chairman) attended the CWandGVH Meeting as the council's representative, the meeting mainly discussed the refurbishment of the hall.

Cllr. Avril Green attended the Midland Guiding Annual Event.

### 9 Minute number 902023 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/23/0227	21 Holly Hill Road Cannock Wood	Replace flat roof with a pitched roof	Approved 15 <sup>th</sup> August 2023
CH/23/0247	15 Pineside Avenue Cannock Wood	Proposed off white rendering on property with onside being brick slip	Approved 24 <sup>th</sup> August 2023
CH/23/0310	7 Holly Hill Road Cannock Wood	Erection of a single storey rear extension including extension of existing side dormer and installation of a dormer to this side	Site visit requested
CH/23/0323	71 Hayfield Hill Cannock Wood	Erection of a two storey side extension following demolition of existing garage	No objections/comments

### 10. Minute number 91/2023 Finance

#### a)The following accounts are due to be paid or have been paid:

Date	Cheque Number	Payee	Purpose	VAT	Amount
21.09.23	001380	C E Gracey	Clerk's September salary		156.32
21.09.23	001381	HMRC	Clerk's September PAYE		39.20
21.09.23	001382	Midland Access Platforms	Hire of skylift for November 2023(payment required in advance)		250.00
21.09.23	001383	C E Gracey	Clerk's August salary		156.52
21.09.23	001384	SPCA	Training course x 2 – Planning	12.00	72.00
21.09.23	001385	C E Gracey	Reimbursement of one event insurance for the picnic on the field 28/08/2023		48.53
21.09.23	001386	Mazars LLP	2022-23 external audit	42.00	252.00
21.09.23	001387	Cannock Chase DC	Election recharges		246.30
21.09.23	001388	C E Gracey	Reimbursement of ICO renewal fee		40.00
Total				<b>£54.00</b>	<b>£1260.87</b>

Cllr.Pat Ansell proposed, seconded by the Cllr.Avril Green and carried, that the payments be approved **Resolved: that the payments paid/ to be paid are approved.**

#### b) To approve income received – £423.95 (VAT Refund 2022-23) agreed.

#### 1<sup>st</sup>April to 31<sup>st</sup> August 2023 -

Bank Reconciliation		Cash Book Balance	
Current Account	33,147.56	C/fwd(Incs) Election Reserves	33,166.04
Reserve Account	4,247.71	Receipts	6,588.95

Less unpay cheque	0.00	Payments	2359.72
<b>Total</b>	<b>£37,395.27</b>	<b>Balance @ 31<sup>st</sup> August 2023</b>	<b>£37,395.27</b>

### 1<sup>st</sup> April to 31<sup>st</sup> July 2023

Bank Reconciliation		Cash Book Balance	
Current Account	33,168.93	C/fwd(Incs) Election Reserves	33,166.04
Reserve Account	4,247.71	Receipts	6,165.00
Less unpay cheque	445.32	Payments	2,359.72
<b>Total</b>	<b>£ 36,971.32</b>	<b>Balance @ 31<sup>st</sup> July 2023</b>	<b>£36,971.32</b>

**c) Financial statement** – The clerk presented the financial statement for July and August 2023 along with the bank statement at 31<sup>st</sup> July 2023 and 31<sup>st</sup> August 2023 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

**d) Review and approve Financial Regulations** - deferred, to be amended and re-circulated

**e) Review and approve risk assessment** – deferred, to be amended and re-circulated

**f) Consider grant to Beaudesert Sport Field & Recreational Ground Trust** – agreed amount applied for, proposed by Cllr. Avril Green seconded by the Chairman and carried.

**g) Consider grant to Cannock Wood and Gentleshaw Village Hall** – agreed amount applied for, proposed by Cllr. Avril Green seconded by Cllr. Fiona McMulkin and carried.

**h) Consider to commence paying hall hire charges for WM and GVH** proposed by Cllr. Elizabeth Whiteley seconded by Cllr. Steve Wroe(Vice-chairman) and carried, Cllr. Avril Green abstained.

**11. Minute number 92/2023 – Parking outside the school** – no comments

**12. Minute number 93/2023 – Anti-social behaviour** - no comments

**13.Minutes number 94/2023 – Correspondence** – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

- Response from CCDC re: Nunswell Park emailed to council 25<sup>th</sup> July 2023
- Email from Beaudesert Trust emailed to council 26<sup>th</sup> July 2023
- NHP email from CCDC emailed to councilors 1<sup>st</sup> August 2023
- SPCA Bulletin emailed to council 1<sup>st</sup> August 2023
- SPCA Bulletin emailed to council 8<sup>th</sup> August 2023
- SPCA AGM details emailed to council 8<sup>th</sup> August 2023
- Boundary Commission details of consultation on Staffordshire boundary changes emailed to council 8<sup>th</sup> August 2023
- CCDC details of charges from the election 4<sup>th</sup> May 2023 emailed to council 16<sup>th</sup> August 2023
- Mazars LLP concluded review of AGAR 2022-23 emailed to council 16<sup>th</sup> August 2023
- SPCA Bulletin emailed to council 16<sup>th</sup> August 2023
- Star Pubs email confirming permission to site the defibrillator at the Park Gate PH emailed to council 28<sup>th</sup> August 2023

- SPCA Bulletin emailed to council 30<sup>th</sup> August 2023 –**Community AED Funding –**  
*Members discussed the donated AED to be located at Park House PH still awaiting confirmation of the location from the brewery, the clerk will try ringing, and arrange a quote from an electrician. It was agreed not to apply for any further AED's at this time until the donated one was in commission.*
- Email from resident regarding repair of stile previously reported, emailed to council 31<sup>st</sup> August 2023
- Response to NHP Examiners questions emailed to council 31<sup>st</sup> August 2023
- Email from Cannock Wood Welfare Committee withdrawing their grant application emailed to council 14<sup>th</sup> September 2023
- SPCA Bulletin emailed to council 14<sup>th</sup> September 2023
- CW and GVH grant application information emailed to council 14<sup>th</sup> September 2023
- CW and GVH grant application remaining information emailed to council 15<sup>th</sup> September 2023
- NHP Examiner's report emailed to council 20<sup>th</sup> September 2023

#### **14. Minute number 95/2023 – Environmental Group –**

Cllr. Steve Wroe (Vice-chairman) reported that plants and bulbs would be purchased from the agreed budget for the triangle.

Cllr. Liz Whiteley reported the as agreed with County Cllr. Phil Hewitt there will be a different management of the wide verge opposite Chapel Lane junction Cumberledge Hill . Cllr. Liz Whiteley reported that in principle Highways have no objections, but that Cllr. Hewitt wanted to know that the parish council supported the decision, members agreed with the change.

#### **15. Minute number 96/2023 – Community Events**

The Vice-chairman reported on the forthcoming Pumpkin Trail Event, entry forms and a plan showing the locations will be issued, pumpkins will be left at the bottom of drives for viewing, refreshments will be sold and all proceeds will go to the field fund raising for new play equipment. £50 budget was agreed for prizes etc.

The Chairman reported on the picnic on the field and confirmed that the event was well received and attended despite the poor weather, all proceeds will go to the field fund raising for new play equipment.

#### **16. Minute Nr.97/2023 – Road safety in the parish –**

Cllr. Liz Whiteley reported that the 30mph bin stickers have been received and are being distributed by volunteer residents throughout the parish.

The community speed watch equipment is being loaned from Hazel Slade and a training session has been planned for 21<sup>st</sup> October 10.30-1.30pm at CW and GVH.

**17. Minute Nr.98/2023 – Unsung Heroes 2024 Award –** Due to time constraints deferred until the next meeting.

**18. Minute Nr.99/2023 – Christmas Tree 2023 –** tree ordered, cherry picker booked, electrician to be sought to check lights connection.

**19. Minute number 100/2023 Review and approve Standing Orders –** proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

#### **20. Minute Nr. 101/2023 Post box at CW&GVH for parish council enquiries**

It was agreed to go ahead with the post box subject to approval from CW and GVH.

**21. Minute number 102/2023 - Items for Discussion & the Agenda for the next meeting**

- Truck being permanently parked at the junction of Bradwell Lane and Cumberledge Hill.  
The clerk will ask County Cllr. Phil Hewitt.

**22 Minutes number 103/2023 – Date of the next meeting will be Tuesday 31<sup>st</sup> October 2023**

**Resolved:** Council Meeting at 7.30pm at CW & GVH Buds Road Cannock Wood on Tuesday 31<sup>st</sup> October 2023

**The Chairman closed the meeting at 9.50pm**